

Manfredi & Pellechio

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INVOICE

Invoice # 1702
Date: 09/06/2022
Due Upon Receipt

Hoboken Housing Authority
400 Harrison Street
Hoboken, NJ 07030

03621 - Hoboken Housing Authority

Hoboken Housing Authority - Special Counsel

Date	Attorney	Notes	Quantity	Rate	Total
08/03/2022	DH	Review and analyze matter re: preparation re: potential procurement audit re: procurement policy update and re: sample procurement packages; draft updated procurement policy re: general provisions and re: procurement authority and re: procurement methods and procedures and re: contractor responsibility and re: duration and types of contracts and re: contract administration and re: change orders and re: appeals and remedies and re: assistance to small and other businesses and re: ethics and re: disposition policy; draft procurement guide re: procedural and record-keeping requirements; draft sample bid package re: kitchen appliances re: bid advertisement and re: bid instructions and re: bid documents and re: contract documents	5.10	\$125.00	\$637.50
08/04/2022	DH	Review and analyze matter re: preparation re: potential procurement audit re: sample procurement packages; draft sample bid package re: construction project re: bid advertisement and re: bid instructions and re: bid documents and re: contract documents and re: performance documents; draft sample Request for Proposals re: professional services re: advertisement and re: proposal instructions and re: proposal documents and re: contract documents; draft sample Request for Proposals re: maintenance services re: advertisement and re: proposal instructions and re: proposal documents and re: contract documents; draft memorandum re: procurement compliance re: updated procurement policy and re: procurement guide and re: sample procurement packages	3.80	\$125.00	\$475.00
08/09/2022	DH	Review and analyze matter re: preparation re: potential procurement audit re: sample procurement packages; review and revise procurement policy re: procurement authority; review and revise bid package re:	1.10	\$125.00	\$137.50

		construction project re: update forms; review and revise sample Request for Proposals re: professional services re: update forms; draft sample Request for Proposals re: maintenance services re: update forms; review and revise memorandum re: procurement compliance re: updated procurement policy and re: procurement guide and re: sample procurement packages			
08/09/2022	JAM	Telephone conference with Executive Director; re: update on pending procurement matters as per HUD; review, update and finalize proposed Procurement Policy for Executive Director's consideration	2.00	\$125.00	\$250.00
08/12/2022	DH	Review and analyze matter re: legal developments re: Davis-Bacon prevailing wage compliance; conduct research re: Davis-Bacon prevailing wage compliance; review and analyze new HUD guidance re: Davis-Bacon prevailing wage compliance	0.50	\$125.00	\$62.50
08/25/2022	DH	Draft memorandum re: identify pending matters	0.10	\$125.00	\$12.50
			Quantity Subtotal		12.6

Time Keeper	Quantity	Rate	Total
Daryl Howard	10.6	\$125.00	\$1,325.00
Joseph Manfredi	2.0	\$125.00	\$250.00
Quantity Total			12.6
Subtotal			\$1,575.00
Total			\$1,575.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1702	09/06/2022	\$1,575.00	\$0.00	\$1,575.00
Outstanding Balance				\$1,575.00
Total Amount Outstanding				\$1,575.00

Please make all amounts payable to: Manfredi & Pellechio